

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, FEBRUARY 13, 2008, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** - Regular Meeting of February 6, 2008
2. **REQUEST TO REAPPOINT RETIRED EMPLOYEE** – Louis Rubenstein, Senior Traffic Engineer
  - a. Communication from Lisa Marin, Director of Human Resources, Harbor
  - b. Staff report prepared by Russ Ficker, Personnel Analyst
3. **PROTEST OF WRITTEN EXAMINATION ITEM(S)** – Carpenter  
Staff report prepared by Caprice McDonald, Personnel Analyst
4. **BULLETIN** – Communication Specialist
5. **EXAMINATION RESULTS**  
General Librarian  
Plumber  
Safety Specialist
6. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Department Librarian  
Planning Aide (**3 months**)  
Water Treatment Operator (2/07/07, 2/21/07) (**3 months**)
7. **RETIREMENT** – Rita Stiles/Clerk Typist II/Public Works (21 yrs., 11 mos.)
8. **RESIGNATIONS**  
Hope Darrow/Animal Control Officer I/Health (4 yrs., 4 mos.)  
Niall Barrett/Senior Civil Engineer/Water (2 yrs., 30 days)  
Michelle Eads/Police Services Specialist III/Police (21 yrs., 7 mos.)  
Lily Liu/Administrative Analyst III/Public Works (1 yr., 7 mos.)
9. **MANAGERS' REPORT**
10. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction

**STUDY SESSION ON BUDGET**

9:00 a.m. – **DISMISSAL HEARING 13-D-67**

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION  
AHMED SAAFIR, PRESIDENT  
FEBRUARY 6, 2008**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 6, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Herb Levi, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Herman M. Long, Deputy Director  
Melinda George, Employment Services Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Chris Daclan, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Paola Maldonado, Personnel Analyst  
Russell Ficker, Personnel Analyst  
Beverly Nieves, Personnel Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Ahmed Saafir presided.**

**PRESIDENT'S OPENING  
STATEMENT:**

The demands that an organization is expected to meet in today's marketplace are increasingly more interrelated and as a result, more complex. Government entities cannot afford to operate in independent silos. Departments today must share more internal resources as well as information in an effort to identify better opportunities and maximize potential outcomes. A cohesive organization, one that operates as a team, is essential to encourage successful mutual exchanges between functions and departments.

Differences of opinion drive creative energies in an organization. Creativity only happens when there are different points of view and where there is some challenge to the status quo. That can only be achieved in an environment where all views, opinions and ideas are respected. Having a collaborative climate is critically important to creativity and innovation. Teamwork fosters the creative process.

When you're able to take in ideas and consider alternative views, it fosters and stimulates your own creative process and/or your own strategic thinking process.

**MINUTES:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of January 30, 2008, be amended. The Secretary stated that the last sentence be changed to "The Commission asked Mr. Head to provide something in writing regarding these concerns. It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the amendment be approved. The motion carried unanimously.

**PROTEST OF WRITTEN  
EXAMINATION ITEMS:**

**PLUMBER**

The Secretary presented a staff report prepared by Leah Salgado, Personnel Analyst, regarding protested questions from the Plumber examination, administered on January 28, 2008. Christopher Daclan, Personnel Analyst, briefed the Commission regarding the protested questions. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that item number 13 of the protests be allowed and item number 16 be denied. The motion carried unanimously.

**REQUEST TO FILE LATE  
APPLICATION:**

**CARPENTER**

The Secretary presented a communication from Everado Sanchez, Maintenance Assistant, requesting the Commission allow him to file a late application for the Carpenter examination. In addition, the Secretary presented a staff report prepared by Caprice McDonald. Ms. McDonald addressed the Commission regarding Mr. Sanchez's request. Mr. Sanchez also addressed the Commission, indicating that he was not aware of the job opportunity because he was out on a workers' compensation disability. After discussion, it was moved by Commissioner Levi, seconded by Commissioner Infelise to deny Mr. Sanchez's request to file a late application for Carpenter. The motion failed by the following roll call vote:

AYE: Herbert A. Levi  
F. Phil Infelise

NO: Jeanne Karatsu  
Mary Islas  
Ahmed Saafir

It was moved by Commissioner Karatsu, seconded by Commissioner Islas and carried to allow Mr. Sanchez to file a late application for Carpenter. The motion carried by the following roll call vote:

AYE: Jeanne Karatsu  
Mary Islas  
Ahmed Saafir

NO: Herbert A. Levi  
F. Phil Infelise

**BULLETINS:**

It was moved by Commissioner Infelise, seconded by Commissioner Levi and carried that the following Job Opportunity Bulletins be approved. The motion carried unanimously.

Office Systems Analyst  
Senior Civil Engineer (Revised)

**EXAMINATION RESULTS:**

It was moved by Commissioner Levi, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried unanimously.

Building Services Supervisor – 29 Applied, 9 Qualified  
Civil Engineer – 4 Applied, 3 Qualified  
Department Librarian – 1 Applied, 1 Qualified  
Deputy Chief Harbor Engineer – 5 Applied, 5 Qualified  
Equipment Mechanic (Revised) – 60 Applied, 21 Qualified  
Microbiologist – 1 Applied, 1 Qualified  
~~Plumber~~  
Public Health Professional – 2 Applied, 2 Qualified  
Registered Nurse – 2 Applied, 2 Qualified  
Senior Civil Engineer – 6 Applied, 6 Qualified  
Senior Traffic Engineer – 1 Applied, 1 Qualified  
Traffic Engineer – 8 Applied, 1 Qualified

The subject matter experts for Building Services Supervisor were Rachel Lyon, Administrative Officer, Library Services and Roberto Uranga, Personnel Services Officer, Health and Human Services; and Public Health

Professional, Corinne Schneider, Manager – Public Health and Michael Johnson, Manager – Administration, Health and Human Services.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried unanimously.

Civil Engineer

Civil Engineering Assistant (08/08/07 & 08/22/07)

Nurse (08/09/06 & 08/23/06)

Park Naturalist

Public Health Nutritionist

Public Health Professional

**REQUEST TO WITHDRAW APPEAL DISMISSAL HEARING 27-D-67**

The Secretary presented a request to withdraw appeal for the subject appeal, scheduled for May 21 & 28, 2008. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Karatsu and carried to approve the request to withdraw appeal. The motion carried unanimously.

**MANAGERS' REPORT:**

Melinda George, Employment Services Officer, informed the Commission that she and Russ Ficker, Personnel Analyst, had a productive meeting with four user department representatives to discuss the Maintenance Assistant examination. She also stated that she sent out a flyer for the Civil Service 101 Training Class and received a great response and will be conducting one for the Harbor Department.

Herman Long, Deputy Director, welcomed Paola Maldonado, Personnel Analyst, back from maternity leave, and thanked Debbie McCluster and Sharon Hamilton for the excellent job they do in the Recruitment Department. He also informed the Commission that staff met briefly with several departments regarding engineering vacancies and recruitment efforts. It has been requested that departments utilizing these classifications, be represented at job fairs attended by recruitment staff.

The Secretary acknowledged the volunteer Firefighters from the Firefighters Museum and President Saafir presented them with a donation and Certificate of

Appreciation and for volunteering to drive the Commission in the Martin Luther King Day Parade. President Saafir thanked them for their service.

**ADJOURNMENT:**

There being no further business before the Commission, President Saafir adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', with a long, sweeping flourish extending from the end.

MARIO R. BEAS  
Secretary

MRB:meh

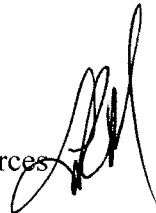


The Port of  
**LONG BEACH**

## Agenda Item No. **2** Memorandum

**Date:** February 5, 2008

**To:** Civil Service Commission

**From:** Lisa Marin, Director of Human Resources 

**Subject:** **REQUEST TO REAPPOINT RETIRED EMPLOYEE – LOUIS RUBENSTEIN**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 45, the Harbor Department is requesting the Commission's approval to reappoint Louis Rubenstein to the temporary part-time position of Senior Traffic Engineer, retroactive to his start date of January 23, 2008, using requisition number HD 08-15.

Mr. Rubenstein was originally hired as a Traffic Engineering Associate on July 7, 1987. He was promoted to a Traffic Engineer on July 27, 1991. He was promoted again to a Senior Traffic Engineer on February 14, 1998, the position he held when he retired from the City on December 28, 2007. At the time of his retirement, he was working on several important projects in the Engineering Design Division of the Harbor Department. The most critical of these projects being the Gerald Desmond Bridge Repair Program. The Harbor Department is relying on Mr. Rubenstein's knowledge and expertise to successfully execute this program and other projects.

If you require any further information or have any questions regarding this request, please contact Diane Dzodin at 590-4129.

1 **DATE:** February 13, 2008  
2 **TO:** Civil Service Commission  
3 **FROM:** RF  
Russ Ficker, Personnel Analyst  
4 **SUBJECT: REQUEST TO REAPPOINT RETIRED EMPLOYEE – LOUIS**  
5 **RUBENSTEIN**

6 Correspondence has been received from Lisa Marin, Director of Human Resources,  
7 Harbor Department, requesting Civil Service Commission approval to reappoint Louis  
8 Rubenstein to his former classification of Senior Traffic Engineer, on a part-time basis,  
9 retroactive to January 23, 2008. Staff has reviewed this request and recommends  
10 Commission approval in accordance with Article V, Section 45 of the Civil Service Rules  
11 and Regulations.

12 **Facts for Consideration:**

- 13 • Louis Rubenstein was hired as a Traffic Engineering Associate on July 7, 1987. Mr.  
14 Rubenstein progressed through the engineering ranks and was hired as a Senior  
15 Traffic Engineer in the Harbor Department on February 14, 1998 and acquired  
16 permanent status in the classification. Mr. Rubenstein retired from the City as a  
17 Senior Traffic Engineer on December 28, 2007.
- 18 • Requisition #08-15 to fill one part-time Senior Traffic Engineer vacancy in the  
19 Harbor Department is on file in the Civil Service Department.
- 20 • There is no existing priority list for this classification.
- 21 • Mr. Rubenstein will be required to serve a new probationary period.

22 A representative from the Harbor Department will be present to respond to any  
23 questions from the Commission.

24 RF  
25 REQUEST TO REAPPOINT RETIRED EMPLOYEE (RUBENSTEIN, 2/13/08)



# COMMUNICATION SPECIALIST

Job Number: 38

## **SALARY RANGE:**

Grade I – VII: \$1,624.24 to \$4,268.96 Biweekly  
\$3,531.00 to \$9,281.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,  
February 15, 2008 through April 11, 2008.**

**Completed applications and supplemental  
applications must be received in the Civil Service  
Department on or before 4:30 p.m., April 11, 2008.  
Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** Two-year college degree (proof required)\* with major coursework in computer science, radio communications, telecommunications or related field and two years of related experience, one of which must be equivalent to a Systems Technician; **OR**, Completion of a certificate program or technical school (proof required)\* in computer science or related field and two years of related experience, one of which must be equivalent to a Systems Technician; **OR**, A four-year college degree (proof required)\* with major coursework in computer science or related field and one year of experience equivalent to a Systems Technician. This option is required for Grade V, Grade VI and Grade VII positions; **OR**, experience may be substituted for education on a year-for-year basis.

### **AND**

- Proof of a valid motor vehicle operator's license and a current DMV driving record is required and must be submitted to the hiring department at the time of selection interview.
- Ability to communicate effectively, both orally and in writing;
- Willingness and ability to work overtime, weekends, holidays and to be on-call when necessary;
- Ability to safely lift and move up to 40 pounds;
- Accurate color perception

Some positions may require an appropriate FCC license, certificate or permit; an extensive background investigation; the ability to work from heights or in confined spaces.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as**

**certificates, diplomas, licenses, or transcripts must be received in the Civil Service Department by April 16, 2008.**

**EXAMPLES OF DUTIES:** Under supervision, maintains, installs, repairs, plans and designs communications systems and equipment; may act in a lead or supervisory capacity; adapts, assembles, installs, and operates electronic equipment (e.g. mobile and portable radios, remote base stations, microwave systems); uses intercom/paging/telephone/alarm reporting systems, etc.; may install, repair, maintain, configure and upgrade TDM and VOIP telephone systems, IVRs, Call Centers and PBXs; may install, repair, maintain, configure and upgrade data communication equipment such as hubs, routers, APs, and switches; may install, repair, maintain, configure and upgrade LAN Servers; provides effective customer service by keeping customers informed of progress, ensuring satisfaction, providing advice, etc.; may develop, conduct, or implement in-service training programs, safety programs, field tests, and/or work inspections; may act as a project leader or liaison between user departments and the communications groups; may perform complex and detailed cost benefit analysis and feasibility studies; may represent the City during meetings with other regulatory bodies; may ensure strict enforcement and compliance with safety regulations; and performs other related duties as assigned.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on the eligible list. Screening of candidates will be conducted on the basis of applications and documentation submitted. It is to the candidate's advantage to clearly document all job-related education, training and experience. Resumes will be accepted, but may not be submitted in lieu of the required application forms.

**If you have not received notification by May 14, 2008, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. 38-08 H68AN-08 LS (COMMUNICATION SPECIALIST)

2/13/08